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## **FY 2001 Grants to Reduce Violent Crimes Against Women on Campus Program Application Checklist**

A completed application will include items submitted through the internet- the Grants Management System (GMS)- as well as items faxed to the Office of Justice Programs. Please use this checklist to ensure that your application is complete.

### **Step One: Submit Online Through GMS** *See Quick-Start Guide*

- G**     Application for Federal Assistance (SF-424)  
*Note:* The SF-424 form is included in this application for reference only, as it will be completed online through GMS.
- G**     Certifications/Assurances  
*Note:* Applicants will "sign off" on these assurances and certifications electronically through GMS.
- G**     Project Narrative  
*Note:* Applicants will submit the Project Narrative online as attachments.
- G**     Budget Narrative and Budget Detail Worksheet  
*Note:* Applicants will submit the budget and budget narrative online as attachments. When preparing your budget, please use the Budget Detail Worksheet as a guide and include all the required information and budget categories, as needed, in your online document.

### **Step Two: Fax Required Documents**

*The following items must be faxed to both 202/354-4104 and 202/354-4147.*

**Important:** *On each page of the faxed document, please include the Program title (Campus Program) and the application number that the system assigns the application. If applicants have electronic versions of any of these documents, please submit them online as an "Other Program Attachment."*

- G**     Memorandum of Understanding (MOU)
- G**     Internal Memorandum of Agreement (IMOA)
- G**     Certification of Compliance with the Eligibility Requirements of Grants to Reduce Violent Crimes Against Women on Campus
- G**     Letter of intention to comply with the minimum requirements of the program
- G**     Letter of nonsupplantation
- G**     Indirect Cost Agreements, if applicable

### **Due Date**

**All materials must be received by 5:30 pm (EST) on April 24, 2001**

**Please Note:** Applicants who have never registered with GMS must register online at least two-weeks prior to the application deadline. It may take up to one week for you to receive confirmation that you are eligible to apply.

**Applicants who have previously registered with GMS and have a GMS password should log on to GMS at least two weeks prior to the application deadline to determine that the password is still valid. If your password has expired follow the on-screen instructions or call the GMS helpdesk at 1-888-549-9901. You will not need to re-register.**

## Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

**Step 1.** Using your established Internet account,\* go to [www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm). An **online GMS Application Procedures Handbook** is available on this page, and you may link directly to OJP's Grants Management System (GMS), which will provide online "help" screens.

◆ **Step 2.** Select "**Logon to the Grants Management System (GMS)**" to apply for OJP grant funding.

◆ **Step 3.** If you have never used GMS, click on "**New User? Register Here**" and follow the on-screen instructions to register with GMS. After registration, you will receive confirmation through email that you are eligible to submit an application. Confirmation may take up to one week.

If you are not a new user and have a GMS password, click on "**Login.**" If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., University President, Director of Sponsored Programs). If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

◆ **Step 4.** To submit your application online, complete the on-screen *SF-424/Application for Federal Assistance* and attach and upload your budget narrative (which should include your budget detail), program narrative, and other program attachments in either word processing or spreadsheet files. After submission, you will receive confirmation through email that VAWO has received your application and you will be given an application number for future reference. Documents that cannot be submitted electronically through GMS (e.g. MOU, IMOA, minimum requirements letter, nonsupplantation letter, certification of eligibility) must be faxed to both (202) 354-4104 and (202) 354-4147. You must include your GMS application number and the Program title of the VAWO program to which you are applying on all materials submitted by fax.

If you have any questions about GMS or need technical assistance with applying online, contact the **GMS Hotline at 1-888-549-9901**.

*\*If you do not have an Internet account, call the GMS Hotline at 1-888-549-9901 for assistance.*

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## Background

Since the Violence Against Women Act (VAWA) was enacted as Title IV of the Violent Crime Control and Law Enforcement Act of 1994, groundbreaking work has taken place in communities as victim advocates, police officers, prosecutors, and judges forge relationships with each other to address violence against women. VAWA has fundamentally changed the way that criminal justice agencies within local communities address victim safety and offender accountability. The Grants to Reduce Violent Crimes Against Women on Campus Program, as reauthorized in the Violence Against Women Act of 2000, provides an opportunity for institutions of higher education to bring this critical work to campus communities.

Violence against women -- including stalking, domestic violence, dating violence, and sexual assault -- is a serious problem on campuses, as it is across the nation. On campuses, however, unique issues arise. For instance, a battered woman or a victim of rape may continue to live in danger if her perpetrator resides in the same dormitory or attends the same classes. On smaller campuses, a victim may wish to remain anonymous but may find that everyone knows that she has been assaulted. In other cases, a victim may be harassed by classmates or by a perpetrator's friends who claim that the victim "asked for it" or "provoked" the crime.

Many campuses are beginning to address violent crimes against women by developing campus-based responses that include campus victim services, campus law enforcement, health services, housing officials, administrators, student organizations, and disciplinary boards. To be effective, these responses must be linked to local criminal justice agencies and service providers, including local law enforcement agencies, prosecutors' offices, courts, and nonprofit, nongovernmental victim advocacy and victim services agencies. This coordinated community response is intended to enhance victim safety and hold offenders accountable.

Campuses have traditionally provided a special environment in which young people can explore ideas and learn about the world. One of the most important lessons an institution of higher education can communicate to students is that violence against women is criminal and will not be tolerated. The Violence Against Women Office challenges all college and university communities to think creatively about how to address violence against women on campuses so that institutions of higher education can create safe and supportive learning environments for all students.

Violence against women on college and university campuses is a serious, widespread problem.<sup>1</sup>

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<sup>1</sup> Researchers have found that institutions of higher education with 10,000 women students can anticipate that more than 350 rapes or attempted rapes will occur per academic year. The rate of completed and attempted rapes over the average college career of 5 years climbs to one-fifth to one-quarter of the female student population. Fisher, Bonnie; Cullen, F.; and Turner, M. "The Sexual Victimization of College Women." U.S. Department of Justice, Office of Justice Programs. Dec. 2000. NIJ Grant No. 95-WT-NX-0001 and BJS Grant No. 97-MU-MU-0011.

More than half of all stalking victims are between 18-29 years old<sup>2</sup> and the highest rate of intimate-partner violence is among women ages 16-24.<sup>3</sup> Results of several studies show that among college students the average rate of nonsexual dating violence is 32 percent.<sup>4</sup> Further, sexual assault is the second most common violent crime committed on college campuses, according to a 1995 study.<sup>5</sup> This study also revealed that:

- Most perpetrators of sexual assault against college and university women are students known to the victims.
- Half of the off-campus sexual assaults occur in the victims' residence and an additional one-third occur in off-campus student housing, such as fraternities.
- Most of the victims of sexual assaults are full-time students. Approximately one-third of them are first-year students between 17-19 years old.
- Almost 81 percent of on-campus and 84 percent of off-campus sexual assaults are not reported to police.

Consistent with the findings of this survey, numerous other studies also have revealed that sexual assaults, as well as other forms of violence against women, are seriously underreported generally and on campuses, indicating that the problem is even more acute than the available data suggest.<sup>6</sup> Victims on campus cite a number of reasons for not reporting the violence, including

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<sup>2</sup> "Stalking and Domestic Violence: Attorney General's Third Annual Report to Congress under the Violence Against Women Act." U.S. Department of Justice, Office of Justice Programs. July 1998, p. 10.

<sup>3</sup> "Violence by Intimates: Analysis of Data on Crimes by Current or Former Spouses, Boyfriends, and Girlfriends," Bureau of Justice Statistics Factbook. U.S. Department of Justice, Office of Justice Programs. March 1998, p. 13.

<sup>4</sup> "Fact Sheet on Dating Violence." U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Injury Prevention and Control. January 1998, p. 1.

<sup>5</sup> Fisher, Bonnie; John J. Sloan, III; and Francis T. Cullen. "Final Report: Understanding Crime Victimization Among College Students: Implications for Crime Prevention." U.S. Department of Justice, Office of Justice Programs. NIJ Grant No. 93-IJ-CX-0049, 1995, p. 65.

<sup>6</sup> Although both women and men may be victims of domestic violence, sexual assault, and stalking, women are the victims of the vast majority of these crimes. According to the Bureau of Justice Statistics, more than 85% of violent victimizations by intimate partners between 1993 and 1998 were perpetrated against women. Women are between 13 and 14 times more likely than men to be raped or sexually assaulted; for instance, in 1994, 93% of sexual assaults were perpetrated against women. Four of five stalking victims are women. Data on male victimization do not document comparable victimizations and injury levels, do not account for women who act in self defense, and do not measure financial control, intimidation, and isolation used by perpetrators of domestic violence against women. For these reasons, this application kit may

considering the matter to be private, being unaware or uncertain that the violent behavior was in fact criminal, being embarrassed, fearing reprisals, and in some instances, relenting to peer pressure, especially when the perpetrator is a prominent member of the campus community, such as an athlete.

Historically, institutions of higher education have handled crimes of violence against women through closed administrative procedures or mediation rather than by assisting victims in initiating criminal proceedings through local law enforcement agencies. This approach, however, sends a message to victims, perpetrators, and the entire campus community that violence against women is not criminal behavior. A response limited to administrative measures trivializes the seriousness of these crimes and perpetuates the acceptance and continuation of violence against women.

Violence against women, including sexual assault, domestic violence, dating violence, and stalking, can be attributed to beliefs and attitudes that women are subordinate to men and that men have the right to exercise power and control over women. Perpetrators of violence against women often do not face criminal or social sanctions for their violent actions. Historically, social norms have permitted such behavior to flourish by supporting and reinforcing stereotypes of male entitlement and dominance.

Rather than acknowledging the role of social norms, one of the most frequent factors cited for violence against women on campus is substance abuse by men and women, particularly alcohol abuse, which is disproportionately high among college students. A survey of 89,874 students at 171 institutions of higher education revealed that alcohol was involved in 74 percent of the sexual assaults.<sup>7</sup> However, although alcohol may be an important, and all too frequent, exacerbating factor that contributes to violence against women on campuses, alcohol consumption does not cause these crimes and is never an excuse for sexual assault or any other act of violence.

Perpetrators of domestic violence, dating violence, stalking, or sexual assault who are substance abusers have two distinct problems -- abusing alcohol and committing violence against women -- requiring two separate solutions. Addressing alcohol abuse will solve only the substance abuse problem. Violence against women will continue to exist because of beliefs and attitudes about gender roles that result in the abuse of women, whether or not alcohol is involved. Therefore, proposals that focus primarily on alcohol and substance abuse will not be supported under this grant program.

Alcohol and drugs, however, do play a role in crimes of violence against women when perpetrators use these substances to subdue their victims prior to the sexual assault. Drugs, such

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refer to victims as women and perpetrators as men. However, applicants who receive grants under this program must serve all victims regardless of gender.

<sup>7</sup> Presley, C.A.; P.W. Meilman; J.R. Cashin; and J.S. Leichter; "Alcohol and Drugs on American College Campuses: Issues of Violence, A Report to College Presidents." Core Institute Monograph. Southern Illinois University, Carbondale, IL. p. 4.



as Rohypnol and GHB, can be easily consumed by unsuspecting victims. Within 15 to 30 minutes of ingestion, the drugs may produce effects ranging from drowsiness, impaired memory or judgment, loss of motor skills, and dizziness to loss of consciousness. Victims often do not remember the attack itself but wake up knowing that something is wrong. For these reasons, an assault may not be reported to the police for several days, if at all, and victims may have difficulty testifying in court about the assault.

Most institutions have policies regarding underage drinking, substance abuse, and other personal conduct. Often these alcohol-related policies can inhibit female victims of domestic violence, sexual assault, or stalking from reporting these crimes to authorities for fear of being held in violation of campus drinking prohibitions. Higher education institutions, therefore, are encouraged to adopt policies and publicize that students who report violence or assaults in which alcohol, drugs, or other prohibited activities are involved will not be penalized.

Unlike their counterparts in the larger community, women students victimized by other students often face additional challenges in a “closed” campus environment. For instance, stalking victims may find it difficult to escape their tormentors because the stalker may have a seemingly “legitimate” reason for remaining in contact with or in proximity to the victim (e.g., attending class or studying in the library). Similarly, the fear and anguish suffered by rape victims may continue if they attend the same classes or live in the same dormitory as their rapists. Even changing class schedules or living arrangements may not eliminate the threat of encountering the perpetrator on campus.

The campus community can create large-scale social change by adopting policies and protocols that treat violence against women crimes as serious offenses and by developing victim services and programs that make victim safety, offender accountability, and prevention of such crimes a high priority. Institutions of higher education are in a unique position to educate young men and women about violence against women and to help shape values, attitudes, and behavior that students will carry with them into their adulthood. Through their policies, protocols, and actions, colleges and universities can demonstrate to every student that violence against women in any form will not be tolerated and that sexual assault, stalking, domestic violence, and dating violence are crimes with serious legal consequences.

## **Scope of the Program**

Congress has appropriated \$10.976 million for the Grants to Reduce Violent Crimes Against Women on Campus Program for fiscal year 2001. The scope of the program is outlined by the program purposes and the special interest categories set forth below.

### **A. Program Purposes**

Grant funds may be used for the following statutory purposes:

- To provide personnel, training, technical assistance, data collection, and equipment for

apprehending, investigating, and adjudicating persons committing violent crimes against women on campus.

- To train campus administrators, security personnel, and disciplinary or judicial board members to identify and respond more effectively to violent crimes against women on campus, including sexual assault, stalking, domestic violence, and dating violence.
- To implement and operate education programs for the prevention of violent crimes against women.
- To develop, enlarge, or strengthen support services programs, including medical or psychological counseling, for victims of sexual offense crimes.
- To create, disseminate, or otherwise provide assistance and information about victims' options on and off campus to bring disciplinary or other legal action, including assistance to victims in immigration matters.
- To develop and implement more effective campus policies, protocols, orders, and services devoted to preventing, identifying, and responding to violent crimes against women on campus, including sexual assault, stalking, domestic violence, and dating violence.
- To develop, install, or expand data collection and communication systems, including computerized systems linking campus security to local law enforcement for identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women on campus, including sexual assault, stalking, domestic violence, and dating violence.
- To develop, enlarge, or strengthen victim services programs for campuses and to improve delivery of victim services on campus.
- To provide capital improvements (including improved lighting and communications facilities but excluding the construction of buildings) on campuses to address violent crimes against women, including sexual assault, stalking, domestic violence, and dating violence.
- To support improved coordination among campus administrators, campus security personnel, and local law enforcement to reduce violent crimes against women on campus.

These strategies should be part of an overall coordinated campus and community response to violence against women on campuses. For example, if an applicant proposes to make capital improvements, such as installing improved lighting, this must be an element of a larger effort to address the problem comprehensively. Applicants must demonstrate how victim services are being or will be provided. Additionally, education efforts that raise awareness about violence against women on campus must direct victims to appropriate services.

## **B. Special Interest Categories**

In fiscal year 2001, the Violence Against Women Office will give priority consideration to applications addressing at least one of the following special interest categories. All applications, whether they address special interest categories or not, must satisfy the minimum requirements set forth in Section C. **The following list does not imply any ordering of priorities among categories.**

### **1. Establish or strengthen comprehensive campus-based advocacy programs offering services to victims of sexual assault, domestic violence, dating violence, and stalking on campus.**

Survivors of sexual assault, domestic violence, dating violence, and stalking may have a range of physical and emotional needs as a result of being victimized. Comprehensive advocacy programs should assist victims with finding safety and healing, including restoring their sense of empowerment and autonomy. Victim advocates should be available to provide survivors with full information about their criminal justice, campus judicial system, and victim services options. Advocates should provide information about both internal administrative proceedings and the local criminal justice system to enable victims to make informed decisions. While victims should be given full information, they should not be pressured to pursue criminal cases if they choose not to do so.

Services might include counseling victims; accompanying victims to hospitals, medical appointments, police stations, prosecutors' offices, court hearings, or social services appointments; providing legal advocacy, including in immigration matters; intervening with professors, resident assistants, employers, creditors, landlords, and campus administrators; helping victims relocate or transfer to other universities or to shelters or safe housing; obtaining new locks, unlisted phone numbers or e-mail addresses, or other security devices; explaining internal administrative protocols and local criminal justice procedures; assisting with victim impact statements, court forms, or compensation claims; obtaining information about offender release or probation; and providing referrals. Providing direct services to victims in underserved communities will be a critical part of any victim advocacy program supported under this special interest category. Applicants addressing this special interest category must identify underserved populations on campus and how the unique needs of those communities would be addressed.

### **2. Establish or strengthen comprehensive violence against women prevention programs on campus.**

Male violence against women pervades college campuses in part because of social and cultural norms that condone men's use of power and control over women in intimate or physical relationships. An effective prevention program should be designed to change the current culture – a culture that supports violence against women by perpetuating myths about the causes of sexual assault, domestic violence, dating violence, and stalking and by reinforcing language, imagery, and stereotypes that degrade women. Ongoing prevention programs must be developed in collaboration with campus or community-based victim

advocacy organizations and student groups and should convey the following messages: sexual assault, domestic violence, dating violence, and stalking are crimes that will not be tolerated on campus; violence against women is not the victim's fault and is not caused by stress, anger, substance abuse, or poverty; and women on campus have a right to physical and emotional safety.

Prevention programs should educate the entire campus community about violence against women, including students, staff, faculty, administrators, campus police and security, housing authorities, clergy, and health care providers. Programs also should involve peer leadership, reflect the diversity of the student body and be tailored to the target audience. For example, athletes educated to understand the complex dynamics of violence against women could present information to sports teams; fraternity or sorority members could take leadership roles as peer counselors or as trainers conducting workshops for fraternities and sororities; and student government representatives or leaders of faith communities on campus could use their public positions to educate their constituents about violence against women.

**3. Establish or strengthen violence against women programs serving diverse or traditionally underserved populations on campus.**

Survivors of domestic violence, stalking, or sexual assault from diverse communities frequently confront additional challenges when seeking assistance. Victims with disabilities may struggle with obstacles, such as shelters that cannot physically accommodate them or a lack of interpreters. Similarly, lesbian and bisexual women may be unable to access appropriate services, or they may be afraid to do so because of their abusers' threats to disclose their sexual orientation. International students or the spouses or partners of international students may face linguistic or cultural barriers to obtaining services. They may be fearful because of their partners' threats to have them deported if they seek help or because of prior experiences with law enforcement. Likewise, victims from racial, ethnic, or religious minority groups may fear discrimination when they attempt to obtain services, or they may be reluctant to use the criminal justice system because of past experiences. They also may face community pressure not to pursue criminal charges because of fear of polarizing the campus along racial or other lines.

Projects that will be supported in this category include meaningful collaborations with members of diverse and underserved populations to develop appropriate programs; tailored to their communities; training for campus police, security, victim services providers, housing authorities, and administrators about the unique issues that confront victims from underserved communities; enhancing services on campus or in the community for underserved victims (e.g., hiring advocates with sign language skills for the campus rape crisis center or ensuring access to interpreter services and culturally appropriate advocacy services); and including representatives from diverse populations with expertise in violence against women in leadership roles in the coordinated campus response to violence against women. Projects supported in this special interest category must be developed in partnership with representatives from the communities to be served, must be community-driven, and must be tailored to respond to the needs of those specific

communities.

**4. Establish or strengthen violence against women programs serving nontraditional students.**

Nontraditional students may face particular challenges in participating in violence against women prevention programs or in obtaining access to services on campus. For instance, commuting students or students who work during the day and take evening classes may not be able to attend community education programs or support groups held in the evening. Other students, such as older students or students who have children, may need additional resources, such as transportation or daycare services, to attend victim advocacy programs or pursue legal remedies.

Projects that address the unique circumstances of nontraditional students who are victims of domestic violence, dating violence, sexual assault, or stalking could include enhancing access to advocacy or legal services by providing nontraditional students with resources or making services available in a location or at a time that is convenient. Outreach programs that provide information to nontraditional students by developing and distributing written materials, incorporating information about violence against women into core curricula courses, or conducting programs tailored to the needs of nontraditional students will be considered for funding under this special interest category.

**5. Tribal colleges and universities**

On October 21, 1996, President Clinton signed Executive Order 13021, reaffirming the special relationship that exists between the federal government and Native Americans by guaranteeing greater access to federal resources for tribal colleges and universities. Tribal colleges and universities are those institutions cited in section 532 of the Equity in Educational Land-Grant Status Act of 1994 (7 U.S.C. 301 note), any other institution that qualifies for funding under the Tribally Controlled Community College Assistance Act of 1978, (25 U.S.C. 1801 et seq.), and Navajo Community College, authorized in the Navajo Community College Assistance Act of 1978, Public Law 95-471, title II (25 U.S.C. 640a note).

Tribal colleges and universities are encouraged to propose projects to address violence against women on their campuses, drawing upon the unique characteristics of the communities they serve. In addition, nontribal institutions of higher education are encouraged to enter into respectful collaborative relationships or form consortia with tribal colleges and universities.

**6. The development and implementation of coordinated initiatives to address stalking on campuses.**

Stalking generally refers to harassing or threatening behavior that an individual engages in repeatedly, such as following a person, appearing at a person's home or place of business,

making harassing phone calls, leaving written messages or objects, or vandalizing a person's property. These actions may or may not be accompanied by a credible threat of serious harm, and they may or may not be precursors to an assault.<sup>8</sup> Results from the National Violence Against Women Survey indicate that stalking is a much bigger problem than previously assumed and should be treated as a major criminal justice and public health concern.<sup>9</sup> In addition, the recent “Sexual Victimization of College Women” survey found that 13.1 percent of female students in the sample group had been stalked within the current academic year.<sup>10</sup>

Recent studies also indicate that in the vast majority of stalking cases the victim and perpetrator know each other and are usually current or former intimates. In cases involving intimates, the strong link between stalking and other forms of violence perpetrated against the victim by the stalker suggests the need for comprehensive training on the specific safety needs of stalking victims.<sup>11</sup> Thus, institutions of higher education proposing to address stalking on their campuses should address the nexus between intimate partner violence and stalking. Applicants are encouraged to propose projects to provide specialized victim services and case management, review and improve campus conduct codes, train campus law enforcement personnel on appropriate responses and investigation strategies, educate students about the prevalence and incidence of stalking, and provide coordinated campus- and community-based responses to ensure the safety of victims. Applicants are encouraged to propose project activities that support an aggressive response to stalking, including appropriate sanctions for offenders.

### **C. Minimum Requirements**

Institutions of higher education must propose at a minimum to do the following:

- Create a coordinated community response to violence against women on campus. The multidisciplinary response should involve the entire campus as well as the larger community in which the campus is located.

For example, the following campus-based entities should be involved:

- ✓ students, especially victims
- ✓ campus based victim services providers and violence prevention programs
- ✓ campus law enforcement or department of public safety

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<sup>8</sup>“Stalking and Domestic Violence: Attorney General’s Third Annual Report to Congress Under the Violence Against Women Act,” U.S. Department of Justice Office of Justice Programs. Washington, DC. July 1998, p. 5.

<sup>9</sup> Ibid., pg. 59.

<sup>10</sup> Fisher, Bonnie., pg. 27

<sup>11</sup> Ibid., pg. 59.

- ✓ faculty and staff
- ✓ administrators, including the institution's president and student affairs administrator
- ✓ women's center
- ✓ student groups, including those representing diverse or underserved student populations
- ✓ the athletic department
- ✓ sororities and fraternities
- ✓ student health care providers and campus health centers and hospitals
- ✓ campus counseling centers
- ✓ campus clergy
- ✓ campus housing authorities and student residence hall assistants
- ✓ library administrators
- ✓ Women's Studies and other academic departments
- ✓ campus disciplinary boards and judicial boards
- ✓ representatives from student government

Coordinated campus and community response teams should meet on a regular basis to review protocols, policies and procedures of member organizations and to provide cross-training on the missions and roles of individual agencies. In addition, coordinated response teams should develop formal policies and protocols for responding to violent crimes against women when they occur.

Campuses applying for support also must develop partnerships with at least one local nonprofit, nongovernmental victim advocacy organization and one or more of the following criminal justice or civil legal agencies: law enforcement, prosecution, civil legal assistance providers, systems-based victim advocacy units, or judiciary and court personnel. Collaborative efforts with community partners should include the following: developing violence against women prevention programs for students; conducting training programs for staff, campus police, campus disciplinary boards, and faculty; revising administrative protocols for handling domestic violence, dating violence, sexual assault, and stalking crimes on campus; developing protocols for reporting with victim consent crimes of violence against women to local law enforcement; sharing information relevant to investigating and preparing cases; enhancing victim safety, for example, by increasing police patrols of a victim's neighborhood or area of campus; respecting victim privacy and confidentiality concerns; ensuring that participation in a criminal case does not affect a victim's academic status; enforcing protection orders; and monitoring perpetrators. Applicants must submit a memorandum of understanding documenting this collaboration. (See section on application contents).

- Establish a mandatory prevention and education program about violence against women for all incoming students, working in collaboration with campus and community-based victim advocacy organizations. The program should include information about domestic violence, dating violence, sexual assault, and stalking crimes, including the following: how to file internal administrative complaints and local criminal charges; common myths about the causes of violence against women; the availability of resources for victims; and how to

encourage peer support for victims and sanctions for offenders. To encourage reporting of violence against women crimes, campuses should consider establishing policies and advising students that victims who come forward to report that they have been victimized will not be penalized if they violated the institution's alcohol, substance abuse, or other policies during the violent incident.

- Train campus police to respond effectively in sexual assault, domestic violence, dating violence, and stalking cases. Training programs should be developed in collaboration with campus or community-based victim advocacy programs and should include information about relevant state and federal laws and arrest protocols; evidence collection procedures, especially in suspected drug-facilitated rape cases; the available campus and community-based resources for victims; the dynamics of violence against women; how to conduct safety planning with victims; reporting crimes to local law enforcement and prosecution with victim consent; respecting victim privacy and confidentiality concerns; enforcing orders of protection; and making primary aggressor determinations.
- Establish or strengthen programs to train members of campus disciplinary boards to respond effectively to charges of violence against women. All members of campus disciplinary boards, including faculty, staff, students, and administrators should receive specific training about violence against women. Knowledge about the causes and effects of violence against women could be integrated into application criteria for positions on campus disciplinary boards. Additionally, training for disciplinary board members should include the following: a review of the student code of conduct, as well as legal definitions of domestic violence, dating violence, sexual assault, and stalking; information refuting myths about violence against women; training on the issue of consent in sexual assault cases; information about judging credibility, including the fact that a victim's use of alcohol does not mean that she is lying about an assault; information about drug-facilitated sexual assault cases; and information about appropriate sanctions, such as expulsion for students who have perpetrated domestic violence, dating violence, sexual assault, or stalking.

Campus disciplinary boards should generate written findings in all cases, including appeals. Administrative procedures should protect victim safety and confidentiality and hold offenders accountable, for example, by adopting standards that preclude a victim's sexual history from being introduced as evidence and by allowing victim impact statements to be heard prior to the imposition of sanctions. Campuses that hold administrative hearings only after local criminal justice proceedings have been completed should consider the impact of this delay on victim safety and recovery.

Applicants must submit a letter stating that these minimum requirements will be met, should funding be provided through a grant award. This letter must be signed by the authorizing official of the institution of higher education.



## **D. Activities That May Compromise Victim Safety**

Victim-centered programming is critical to creating an effective response to violence against women on campuses. Experience has shown that certain practices compromise victim safety and minimize perpetrators' criminal behavior. To enhance victim safety and hold perpetrators accountable, *applicants are discouraged from proposing any of the activities listed below:*

- **Requiring victims to report sexual assault, stalking, domestic violence, or dating violence crimes to law enforcement or campus disciplinary systems or forcing victims to participate in criminal proceedings.**

Institutions of higher education must give victims full information about criminal options and sanctions, victims' rights, and access to the criminal and civil justice systems. Institutions also must facilitate victims' access to the criminal justice system and encourage victims to report sexual assault, domestic violence, dating violence, and stalking to local law enforcement. Victims should not, however, be compelled to use these systems if they are reluctant to do so. Some victims of sexual assault may feel that testifying in a criminal case would further traumatize them or interfere with their recovery. Similarly, some victims of domestic violence or dating violence may be afraid to testify in criminal court because their batterers have threatened to kill them or their family members. In such cases, requiring victims to participate in the criminal case could jeopardize their safety and further victimize them. Many jurisdictions have begun to use policies permitting the state to pursue criminal charges against perpetrators without relying on victim testimony.

- **Developing prevention programs that focus on victim behavior.**

Prevention programs that focus on victim behavior reinforce the myth that victims somehow provoke or cause the violence they experience. Such programs can create a false sense of security in women, who may believe that they will be safe if they follow conservative dress codes, never walk alone at night, or never drink alcohol. Prevention programs should focus instead on changing cultural norms that sanction male violence against women and on publicizing the consequences of perpetrating violence against women on campus.

- **Offering perpetrators the option of entering diversion programs in lieu of administrative or criminal justice proceedings.**

Diversion programs, such as those that put alleged offenders on academic probation rather than conduct administrative hearings, are inappropriate. Diversion programs and alternative dispositions -- whether conducted on campus or in the local criminal justice system -- send a message to victims and perpetrators that violent crimes against women are less serious than other violent crimes. Diversion programs also jeopardize victim safety when they are relatively short, do not require that the offender's behavior be monitored regularly, and fail to track offender behavior over time.

- **Mediation or counseling for couples as a response to domestic violence, dating violence, or sexual assault.**

Mediation implies that both parties are responsible for the perpetrator's violent behavior, a message that blames victims and fails to hold offenders accountable for their crimes. Mediation also presumes that both parties have equal power and can negotiate a mutually agreeable settlement. Where there is a history of domestic violence or dating violence, however, one party has controlled the other through physical, emotional, or economic abuse, generally for a sustained period of time. Even the most skilled mediator or therapist cannot shift the balance of power when one party has abused or assaulted the other, making mediation and joint counseling dangerous or ineffective in such cases.

- **Intervention or counseling programs that do not use the coercive power of the criminal justice system or campus proceedings to hold perpetrators of violence against women accountable for their behavior.**

Incarceration, probation, and men's reeducation programs must be part of a graduated range of sanctions imposed by the criminal justice system to hold perpetrators accountable for changing their behavior. Programs that focus only on controlling anger and impulses, addressing alcohol and drug abuse, managing emotions, developing communication skills, or dealing with stress are not designed to hold batterers accountable for using violence against their intimate partners.

- **Procedures that impose sanctions against victims of domestic violence, dating violence, sexual assault, or stalking.**

Campus and criminal justice personnel working with victims should prioritize victim safety, recovery, and autonomy. This requires professionals to provide information to victims about their options and then to respect the victims' decisions. Victims should not be ordered to attend therapy or penalized for choosing not to testify in criminal cases. These types of policies can endanger some victims and reinforce feelings of disempowerment that many survivors experience as a result of being victimized.

## **Application Guidelines**

### **Letter of Intent**

Institutions of higher education planning to apply for these grants are encouraged to submit a nonbinding letter of intent (sample included in Appendix I) to OJP's Violence Against Women Office no later than April 3, 2001. This letter will assist the Violence Against Women Office in estimating how many proposals to expect in response to this solicitation and to predict the number of peer reviewers needed to review competitive applications. The letter should be faxed to Kristen Roe at (202) 354-4104. Letters will be accepted up to the application deadline of April 24, 2001. However, applicants are strongly encouraged to submit letters of intent by April 3<sup>th</sup>,

2001. Applicants who do not submit a letter of intent are still eligible to apply.

### **Eligible Grantees**

Eligible grantees for this program are institutions of higher education as defined under the Higher Education Amendments of 1998. A consortium of higher education institutions also may apply for these grants provided that each individual consortium member is also eligible to apply.

In fiscal year 2001, OJP's Violence Against Women Office will accept applications for Grants to Reduce Violent Crime Against Women on Campus from both *new applicants and current grantees of awards issued in FY 1999*. Grantees issued initial awards in FY 2000 are not eligible to apply.

### **Availability of Funds**

In fiscal year 2001, Congress appropriated \$10.976 million for Grants to Reduce Violent Crimes Against Women on Campus.

### **Award Period**

The award period for these grants will be up to 2 years.

### **Award Amount**

Levels of funding requested should reflect activities described in the narrative and present a realistic budget that accurately represents project costs. Applicants should consider and describe the number of students, faculty, and staff in the campus community to be served. Awards made in prior fiscal years ranged from approximately \$143,000 to \$550,000. In fiscal year 2001, award amounts will vary based on the scope of activities proposed, the number of students served, and the number of colleges and universities participating in proposed state and local consortium projects. OJP has the right to make grants for greater or lesser amounts than requested and to negotiate the scope of work with applicants prior to award of a grant.

Applicants are strongly discouraged from requesting support for the following: consultant rates in excess of \$450 per day, capital improvements in lieu of a coordinated community response, self-defense classes for women as a primary prevention strategy, vehicles, excess personnel, graduate student tuition remission, funds to attend national training conferences and events, or personal safety devices.

### **Future Funding**

The Grants to Reduce Violent Crimes Against Women on Campus Program is a discretionary grant program. There is no guarantee of continuation funding. While OJP will make every effort to provide continuation funding to successful projects, grant recipients should plan for institutionalization of project activities in the absence of continued federal support. Applicants are

encouraged to demonstrate in their proposals how the project would be continued after grant funding expires.

### **Coordination with STOP Formula Grant Program and Other Federal Efforts**

To ensure consistency in state goals for reducing violence against women, all applicants are required to submit a copy of their applications to the state agency that administers the STOP Formula Grant Program. In addition, applicants must indicate whether the proposed project falls within the scope of the state's STOP and Byrne Formula Grant statewide strategies. Lists of STOP and Byrne State agencies can be found in Appendices G and H.

### **Violence Against Women Office Technical Assistance Program**

Grant recipients must agree to work closely with staff from OJP's Violence Against Women Office and OJP's designated technical assistance contractors. Grant recipients will be asked to identify project directors; advocates from campus and local victim service programs; campus and community law enforcement and criminal justice agencies; campus administrators, faculty, and staff; and other representatives from the campus community to participate in quarterly institutes, workshops, and other technical assistance events. As participation in technical assistance events often will involve out-of-state travel, applicants are required to include funds in the project budget to support travel costs associated with these activities. These funds are to be used only for OJP -designated technical assistance unless otherwise approved by the Violence Against Women Office.

New applicants and current grantees must budget \$35,000 for training and technical assistance events (Consortia projects are required to budget \$50,000 for this purpose). This required amount should be included in the "travel" budget category. Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). VAWO estimates that grantees will attend 8 technical assistance events (4 people per event) at \$800-\$1,200 per person per trip during the 24 month grant period (see Sample Budget in Appendix E).

### **Coordination with Nonprofit, Nongovernmental Victim Advocacy Programs**

All applicants are required to enter into formal, respectful collaborations with nonprofit, nongovernmental organizations serving victims of domestic violence, dating violence, sexual assault, and stalking in the community where the campus is located. Advocates must be involved in the development and implementation of the project and appropriate compensation must be reflected in the budget. Applicants may consider setting aside funds to compensate local domestic violence or sexual assault agency staff to conduct training for campus personnel, to participate in the campus's coordinated community response efforts, or to provide an advocate on campus. A representative of a community-based victim advocacy or services organization must be a signatory on the required Memorandum of Understanding.

In addition, victim services programs must meet all of the following criteria in order to be eligible for funding:

1. Victim services programs must have, as one of their primary purposes, to provide services to victims of domestic violence, sexual assault, dating violence or stalking.

*Experts view domestic violence as a pattern of coercive behavior that is used by one person to gain power and control over a current or former intimate partner. This pattern of behavior may include physical or sexual violence, emotional and psychological intimidation, threats, verbal abuse, stalking, isolation and economic control. Applicants should be aware that when victims of domestic violence flee from abuse, perpetrators of domestic violence frequently claim to be victims in order to locate their former victims, punish them for leaving, or regain control over victims through legal proceedings. Organizations that claim to assist victims but actually assist perpetrators in regaining control over victims are not eligible for support. Moreover, in cases of dual arrest or cross allegations of abuse, projects must not provide victim services to the primary or predominant aggressor.*

2. Victim services programs must reflect (e.g. through mission statements, training for all staff, etc.) an understanding that the violence perpetrated against victims is grounded in an abuse of power by offenders, reinforced through intimidation and coercion, sanctioned by traditional societal and cultural norms, and supported by the legal system's historically discriminatory response to domestic violence, dating violence, sexual assault and stalking crimes.

*Victim services programs must have this understanding because existing cultural and legal norms validate perpetrator conduct, compromise victim safety, discourage social support for victims, and perpetuate societal tolerance of the violence. In the context of these norms, perpetrator conduct impedes the liberty and autonomy of victims, creates fear of the perpetrator, causes physical and/or psychological injury, and limits the victim's access to services. The philosophy of victim services programs must reject the use of violence and intimidation to perpetuate these and other forms of inequality.*

3. Victim services programs must address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence.

*A lack of services alone does not demonstrate the need for a particular program to be funded. Rather, applicants should determine whether there is a demonstrated need for the proposed services and whether the applicant would serve a significant number of victims who do not otherwise have access to resources such as safe housing, economic self sufficiency, advocacy and counseling, and culturally appropriate services. Services must be designed to restore victim autonomy and liberty, for example, by assisting victims when perpetrators have attempted to use financial and emotional intimidation*

*and control to prevent a student from obtaining a postsecondary education.*

4. Victim services programs must not engage in activities that compromise victim safety.

*Examples of activities that compromise victim safety include, but are not limited to: mediation, alternative dispute resolution, couples counseling, or any other intervention that implies that both parties are responsible for the perpetrator's violence; failing to respect victim autonomy and decision making; intervention or counseling programs for perpetrators that do not use the coercive power of the criminal justice system to hold them accountable for their behavior, such as anger or stress management programs; and providing perpetrators with confidential information about the whereabouts or activities of victims or their families.*

5. Victim services programs must consult and coordinate with nonprofit, nongovernmental victim services programs including sexual assault and domestic violence victim services programs.

*Applicants must demonstrate that they have consulted and coordinated in a meaningful way with sexual assault and domestic violence victim service programs or coalitions.*

### **Information Collection**

Pursuant to section 826 (d)(3) of the Higher Education Amendments Act of 1998, the Attorney General is required to submit annual reports to Congress on grants made under this program. The annual report must include a statistical summary of the persons served, detailing the nature of the victimization and providing data on age, sex, race, ethnicity, language, disability, and relationship to offender. Institutions of higher education selected for funding will be required to comply with data collection efforts necessary for the completion of these reports.

### **Evaluation**

Applicants who become grantees will be required to cooperate with an OJP-sponsored national program evaluation and provide information required for the evaluation or assessment of any grant activities.

**NOTE: Projects to evaluate existing programs addressing violence against women on campuses cannot be funded through this program.**

## **Administrative Requirements**

### **Supplanting Prohibition**

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) nonfederal funds that have been appropriated for the same purpose. Potential

supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

### **Purchase of American-made Equipment and Products**

It is the sense of the Congress, as conveyed through the fiscal year 1997 Appropriations Act, that to the greatest extent practicable, all equipment and products purchased with grant funds should be American-made.

### **Human Subject Testing**

The Department of Justice (DOJ) is a signatory to the federal policy on protection of human subjects of research, the "Common Rule." DOJ's incorporation of the Common Rule is set forth in 28 CFR Part 46 - Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures be followed. The policies set forth in 28 CFR Part 46 apply to all research involving human subjects conducted, supported, or otherwise subject to regulation by any federal department or agency that has adopted the Common Rule. Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR section 46.101(b)(1).

The applicant must indicate whether the project or activity in its application includes research that may involve human subjects, as defined in 28 CFR Part 46.

### **OJP Integrated Justice Information Systems Initiative**

OJP encourages the integration of information technology (IT) systems among all justice agencies and across federal, state, and local jurisdictions. IT systems include automated information systems used by each of the justice system components (law enforcement, courts, prosecution, defense, corrections, and probation and parole) in their internal day-to-day business and in communicating with each other. To support and coordinate systems integration, OJP asked governors to designate a state point of contact. OJP may require grantees who are using their awards for information systems to communicate with the IT point of contact in their states. The name and address of your State IT Point of Contact can be obtained through our customer service line at 1-800-421-6770 or website: <http://www.ojp.usdoj.gov>.

### **Assurances and Certifications**

**Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6).** Review the enclosed forms. You will be agreeing to these assurances and certifications when you submit your application online through the Grants Management System. *NOTE: If the authorizing official is not the individual submitting the application in the GMS system, be sure the correct authorizing official information has been entered.*

## **Certification of Compliance with the Eligibility Requirements of the Grants to Reduce Violent Crimes Against Women on Campus Program**

All applicants are required to certify that they are in compliance with the following (see Appendix D for certification form):

- Sec. 485 (f) of the Higher Education Act of 1965 as amended, which requires in part that all institutions of higher education collect crime statistics and security policies for their respective campuses. The information must be compiled in an annual security report and disseminated to all current students and employees, and, upon request, to any applicant for enrollment or employment. The annual security report must contain information regarding campus security policies and campus crime statistics. Sec. 485 (f) of the Higher Education Act of 1965 (20 U.S.C. 1092) should be consulted for complete information about these reporting requirements.
- Part E, Sec. 951 of the Higher Education Amendments, which provides in part that institutions of higher education may disclose the final results of any disciplinary proceeding conducted by the institution against an alleged perpetrator of any violent crime or a nonforcible sex offense if the institution determines as a result of the disciplinary proceeding that the student committed a violation of the institution's rules or policies with respect to the offense. This disclosure may include the name of any other student, such as a victim or witness, only with the written consent of that other student.

Please note that while certification is required under this grant program, institutions of higher education that receive federal funds are already required to comply with these provisions.

*After you have completed the SF-424 and attached the project narrative and budget worksheets in GMS and received confirmation and an application number, please fax a signed Certification of Compliance with the Eligibility Requirements of the Grants to Reduce Violent Crimes Against Women on Campus Program form to (202) 354-4104 and (202) 354-4147. Be sure to reference your application number.*

## **Single Point of Contact Review**

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists and if this program has been selected for review by the state. Applicants must contact the state SPOC to determine if the program has been selected for state review (Appendix F). The date that the application was sent to the SPOC or the reason such submission is not required should be entered in block 16 on the *Application for Federal Assistance*, SF-424.

## **Civil Rights Compliance**



All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of the OJP. All applicants should consult the *Assurances* (Appendix B) required with the application for funds to understand the applicable legal and administrative requirements.

## **Reporting Requirements**

### **Financial Status Report**

Financial status reports (SF 269-A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every quarter the award is active even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent.

### **Single Audit Report**

Recipients who expend \$300,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards.

### **Semiannual Progress Report**

Grantees must submit semiannual progress reports within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. The progress reports should describe activities during the reporting period and the status or accomplishment of objectives of the award. A final report summarizing progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 120 days after the end date of the award. Report format will be provided to the recipient by the OJP. Future awards and fund drawdowns may be withheld if the progress reports are delinquent.

## **Suspension or Termination of Funding**

OJP may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient for the following reasons:

- # Failure to comply substantially with the requirements or statutory objectives of the

Violence Against Women Act of 1994 and the Higher Education Amendments of 1998 program guidelines or other provisions of federal law.

- # Failure to make satisfactory progress toward the goals or strategies of this application.
- # Failure to adhere to the requirements in the agreement, standard conditions, or special conditions.
- # Implementing substantial project changes to the extent that, if originally submitted, the application would not have been selected for funding.
- # Filing a false certification in this application or other report or document.
- # Other good cause shown.

OJP will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in DOJ regulations described in 28 CFR, part 18.

### **Application Content**

Under GMS, the SF-424 will be completed online; the project narrative, budget, and budget narrative will be submitted online as attachments; and the MOU, IMOA, Certification of Compliance with the Eligibility Requirements of the Grants to Reduce Violent Crimes Against Women on Campus Program form, letter of nonsupplanting, and letter certifying the intention to comply with the minimum requirements of the program will be submitted by fax. A fully executed application, for the purposes of this program, must include the following:

#### **1. Application for Federal Assistance (SF-424)**

The SF-424 will be completed online through GMS. The Catalog of Federal Domestic Assistance number for this Program is 16.525, and the title is Grants to Reduce Violent Crimes Against Women on Campus (block 10). The federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the authorizing official, alternate contact, and legal name are filled out correctly. For the Campus Program, the legal name is the name of the institution of higher education under which the campus applies for funds and through which funds are administered (for example, University of Green State, College of Cityville, etc.). The legal name should not be submitted as any of the following: University of Green State Women's Center, College of Cityville Police Department, etc. The signing authority is an individual authorized to accept grant funds on behalf of the institution of higher education (perhaps the director of the Office of Sponsored Programs, President of the institution, etc). If the individual applying online is not the signing authority, that individual must list the

authorizing official's name and contact information where appropriate.

**2. Abstract (not to exceed 2 pages)**

In no more than two pages, indicate whether the institution is a public or private institution of higher education; indicate if the institution is an Historically Black College or University, a predominantly Hispanic College or University, a Tribal College, or a women's or men's college; indicate whether the institution is located in a rural, urban, or suburban area; indicate the number of students attending the institution; identify all the partners (campus and community) involved in the project; indicate which special interest category(ies) is being addressed; identify any other violence against women-related grants the institution is currently administering or for which it has applied from other OJP Bureaus or Program Offices and/or other federal agencies; and provide a brief summary describing the proposed project and how it would address the institution's overall strategy to reduce violence against women on campus.

**3. Project Narrative**

The project narrative may not exceed 15 double-spaced, typed pages on 8 ½ x 11 inch paper. Margins must not be less than 1 inch and type no smaller than 12 point and 12 characters per inch must be used. *Applications that do not conform with these requirements will not be forwarded for competitive review.* The 15 page limit excludes the forms, the abstract, and the appendices. Overall, the narrative should provide sufficient detail to allow the reader to understand what would be accomplished, how it would be accomplished, and who would accomplish it. Specifically, the program narrative should include the following:

**a. Need for the project (not to exceed three pages):**

**For New Applicants:** This section should briefly describe the problem to be addressed; describe existing efforts, if any, to respond to violence against women on campus, including the extent of the authority of campus security personnel (e.g. are they sworn officers? can they make arrests?); describe any existing policies, protocols, and guidelines relating to violence against women on campus, including how this information is disseminated to students, faculty, staff, and administrators, how often it is updated, and whether it was developed in collaboration with campus and/or community experts on sexual assault, domestic violence, or stalking; include data, if available, demonstrating the impact of the institution's current and prior efforts to address the problem; describe how perpetrators of violence against women are held accountable currently by the institution (e.g. what sanctions are typically imposed in a campus disciplinary or criminal justice proceeding?); clearly state why existing programs and efforts cannot meet current needs; and outline how the target population would benefit from the proposed project. In addition, applicants should describe the campus and community in which the project would be implemented, including the demographics of the campus population, where the campus is located (e.g. urban, suburban, or rural setting), and other demographic information.

**For Current Grantees:** Provide an overview of goals and objectives implemented during the initial project period, including specific information on project products developed, number of persons trained (including number of hours of training provided to representatives of campus law enforcement or department of public safety), number of victims served, number of incoming students educated on violence against women, and the overall impact of the project on the campus community. In addition, applicants should describe the campus and community in which the project has been implemented, including the demographics of the campus population, where the campus is located (e.g. urban, suburban, or rural setting), and other demographic information. This section also should include a discussion of continuing needs of the campus.

**b. What will be done (not to exceed seven pages):**

This section should detail the proposed project goals and objectives, describing the specific tasks and activities necessary for accomplishing each and including a clearly articulated time frame that identifies when activities would be accomplished. The goals and objectives should be specifically related to the program purposes or special interest categories to be addressed and indicate how they would complement existing efforts, if any. Applicants also should address how the 4 minimum requirements of the program would be met.

**c. Who will implement the project (not to exceed one page):**

All applicants must identify the agency/(ies) or office/(s) responsible for carrying out the project. Proposals should identify the individuals who would be involved in developing and implementing the project and outline their specific roles and responsibilities. The proposed project director must have expertise in violence against women issues, leadership experience, and adequate time to devote to the project to manage it effectively.

All applicants must identify the campus office or agency or consortium of offices or agencies responsible for implementing the project. Applications submitted on behalf of a consortium of offices within a single institution of higher education or joint applications by two or more eligible institutions of higher education must describe fully the relationship among the various entities represented in the application. In a consortium, one institution must be designated to receive and administer grant funds and to manage and coordinate all grant activities.

**d. How success will be measured (not to exceed two pages):**

In this section, all applicants must describe the criteria that will be used to evaluate the project's effectiveness. The proposal should explain how the evaluation would be conducted to provide an objective assessment of the effectiveness or impact of the services, policies, procedures, or training supported with grant funds. Applicants must provide measurable goals and expected results from the use of grant funds. If appropriate, the evaluation process should be designed to provide ongoing or periodic feedback on the effectiveness or utility of particular programs, educational efforts, or achievements, which

then could be further refined as a result of the evaluation process. This evaluation should assess both quantitative and qualitative measures. The applicant should specifically identify who will be responsible for conducting the evaluation. Periodic assessments may be submitted as part of the semiannual progress report.

**e. The Products (not to exceed one page):**

This section should describe the products that would be generated and how they could be used to assist other institutions in responding to violence against women on campuses. Grantees will be required to submit all products, such as prevention materials, manuals, policies, curricula, and forms, to the Violence Against Women Office for review and approval prior to public release.

**f. Related Projects (not to exceed one page):**

To facilitate better coordination with the STOP Violence Against Women Formula Grants Program and among other federal agencies, each applicant must show how the proposed project would complement other initiatives supported with federal funds. Applicants are required to provide the following information in the application:

- 1) A list of active federal grant awards (from DOJ or otherwise) already supporting this or related efforts<sup>12</sup> including the program/project title; the federal grantor agency; the federal award amount; the official grant award number; and a brief description of its purpose.
- 2) Information on any pending application/(s) for federal money for this or related efforts.
- 3) How existing efforts would be coordinated with the funding sought through this application.
- 4) How the proposed project complements the state's STOP Violence Against Women Implementation Plan and Byrne Formula Grant Statewide Strategy (lists of STOP and Byrne State agencies are in Appendices G and H, respectively). Note: Applications that do not fall within the scope of these Statewide strategies will not be disqualified from the review process.

**4. Budget and Budget Narrative:**

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<sup>12</sup>*Related efforts* is defined for these purposes as for:

- the same purpose (i.e., the proposed award would supplement, expand, complement, or continue activities funded with other Federal grants);
- another phase or component of the same program/project (e.g., to implement a planning effort funded by other Federal monies, or to provide a substance abuse treatment or education component within a criminal justice project); and/or
- providing services of some kind (e.g., technical assistance, research, evaluation) to the program/project described in this application.

Each application must include a detailed budget and budget narrative for the project. The budget must be substantiated, reasonable and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to any project evaluation. There must be a clear link between the proposed activities in the narrative and the proposed budget items.

***Due to limited funding, it is unlikely that OJP will make awards for new projects in excess of \$400,000. Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs.***

Match is not required for this grant program, but applicants are encouraged to maximize the impact of Federal grant dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. *Any match contributions can be discussed in the project narrative, however, match contributions should not be included in the budget or budget narrative.*

Applicants are strongly encouraged to limit the indirect cost rate to no more than 10 percent.

**All applicants must allocate funds (\$50,000 for proposals submitted by a consortium of institutions of higher education and \$35,000 for proposals submitted by individual institutions of higher education) for travel costs associated with technical assistance and capacity-building activities, such as quarterly training institutes, site consultations, and teleconferences sponsored by OJP-designated technical assistance providers. This amount should be included in the “travel” category. Please provide an *estimated* breakdown for this amount including the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc. (see Sample Budget in Appendix E).**

Applicants also are urged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the Office of the Comptroller, OJP. These seminars instruct participants in the financial administration of OJP formula and discretionary grant programs. The Office of Justice Programs estimates that attendance at this training event will cost approximately \$1,000 for one person.

A Budget Detail Worksheet is included in this package. You will submit your budget and budget narrative online; however, when preparing these items, please use the Budget Detail Worksheet as a guide, including all the required budget categories, as needed. The budget should describe clearly:

- a. the proposed amount and uses of grant funds over the grant period; and
- b. how the amounts of the specific budget items were determined.

## **5. Memorandum of Understanding:**

Each application must include a memorandum of understanding (MOU) with a community-based nonprofit, nongovernmental organization providing services to victims of violence against women, such as a rape crisis center or a battered women's shelter **and** a local criminal or civil justice partner, such as law enforcement, prosecution, or the courts. The memorandum of understanding must:

- identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- specify the extent of each party's participation in developing the application;
- clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- indicate approval of the proposed project budget by all signing parties; and
- describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (for example, office space, project staff, training).

Letters of support may not be submitted in lieu of the memorandum of understanding. Applicants should submit the MOU as one document with signatures from leadership representatives of each community-based partner entity (e.g., Chief of Police, Executive Director of Rape Crisis Center). The absence of an MOU that fully addresses all of the points described above will be deemed a deficiency of the over-all proposal.

*After you have completed the SF-424 and attached the project narrative and budget worksheets in GMS and received confirmation and an application number, please fax the MOU to (202) 354-4104 and (202) 354-4147. Be sure to reference your application number on the MOU.*

## **6. Internal Memorandum of Agreement Among Entities within an Institution of Higher Education:**

Each application must include as an attachment an internal memorandum of agreement (IMOA) among participating partners within the institution(s). This memorandum must:

- identify the partners and provide a brief history, if appropriate, of any past or current collaborative relationship among partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;

- specify the extent of each party's participation in developing the application;
- clearly state the roles and responsibilities each partner would assume to ensure the success of the proposed project;
- indicate approval of the proposed project budget by all signing parties; and
- describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (for example, office space, project staff, training).

Letters of support may not be submitted in lieu of the IMOA. Applicants should submit the IMOA as one document with signatures from appropriate representatives of each campus-based partner entity (e.g., Director of Athletics, Director of Women's Center, Chief of Campus Public Safety, Dean of Students). The absence of an IMOA that fully addresses all of the points described above will be deemed a deficiency of the over-all proposal.

*After you have completed the SF-424 and attached the project narrative and budget worksheets in GMS and received confirmation and an application number, please fax the IMOA to (202) 354-4104 and (202) 354-4147. Be sure to reference your application number on the IMOA.*

7. **Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6).** Review the enclosed forms. You will be agreeing to these assurances and certifications when you submit your application online through the Grants Management System. *NOTE: If the authorizing official is not the individual submitting the application in the GMS system, be sure the correct authorizing official information has been entered.*

**Certification of Compliance with the Eligibility Requirements of the Grants to Reduce Violent Crimes Against Women on Campus Program-** fax the signed form to (202) 354-4104 and (202) 354-4147. Be sure to reference your application number.

8. **Nonsupplantation Letter** - A letter to the Assistant Attorney General of OJP certifying that supplantation of non-Federal funds will not take place should a grant award be made must be faxed to (202) 354-4104 and (202) 354-4147. Be sure to reference your application number.

## Submission Requirements

**Applications must be submitted online via the OJP Grants Management System. Please refer to the "Quick-Start Guide" found at the beginning of the application kit to proceed with the online application process.**



**Applications must be received no later than 5:30 p.m. EST on April 24, 2001.**

## **Review Process**

OJP's Violence Against Women Office will convene panels of experts to review applications, using the criteria set forth below. Applications that show the greatest promise of addressing violence against women on campuses will also be reviewed by OJP's Violence Against Women Office staff. Based on the panel recommendations and staff analysis of the applications, the Assistant Attorney General of the OJP will make final funding decisions.

## **Selection Criteria**

All applications will be rated on the basis of the criteria set forth below:

1. The proposal demonstrates collaboration among the various offices and programs of an institution of higher education, such as campus victim services providers, campus security, faculty, staff, administrators, offices of the dean of students, women's centers, the athletic department, student groups, campus housing, fraternity and sorority life coordinators, health care professionals, and campus clergy, as well as with nonprofit, nongovernmental community-based victim service providers, local law enforcement and prosecution agencies and other criminal justice agencies. Priority will be given to applicants that demonstrate a commitment to developing strong collaborative models for developing services that are victim-centered; policies, protocols, and penalties that hold offenders accountable; and programs that educate the entire campus community about how to prevent and end violence against women through systemic change.
2. The proposal addresses an issue that is consistent with the statutory purposes of the Campus Program.
3. The proposal addresses one or more of the Special Interest Categories outlined in this solicitation.
4. The proposal clearly details the need for the project.
5. The soundness and innovativeness of the proposed project activities are clearly described.
6. The soundness of the planning and implementation strategy, organizational and staff capability, and general time frame are evident.
7. The budget is reasonable and relates directly to proposed project activities.
8. The applicant is willing to share the results of the project with other institutions of higher education that may be interested in initiating a similar approach.

9. Victim services programs involved in the project meet the criteria listed on pages 16-17 of this solicitation.

## **APPENDIX A**

### **Standard Application Form (SF-424) and Instructions**

(For Reference Only)

OMB Approval No. 0348-0043

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED		Applicant identifier	
1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE		State Application Identifier	
<i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	
5. APPLICANT INFORMATION					
Legal Name:			Organizational Unit:		
Address (give city, county, state and zip code):			Name and telephone number of the person to be contacted on matters involving the application (give area code)		
6. EMPLOYER IDENTIFICATION (EIN) <div><input type="text"/><input type="text"/><input type="text"/> - <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></div>			7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> <div><div>A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District</div><div>H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private Industry K. Indian Tribe L. Individual M. Profit Organization N. Other (specify): _____</div></div>		
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): _____			9. NAME OF FEDERAL AGENCY:		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> TITLE:			11. DESCRIPTIVE TITLE OF APPLICANTS PROJECT:		
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):					
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:			
Start Date	Ending Date	a. Applicant		b. Project	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?			
a. Federal	\$ .00	a. YES, THIS PREAPPLICATION/APPLICATIN WAS MADE A VAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____			
b. Applicant	\$ .00	b. NO, <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372			
c. State	\$ .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW			
d. Local	\$ .00				
e. Other	\$ .00				
f. Program Income	\$ .00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?			
g. TOTAL	\$ .00	<input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED					
a. Typed Name of Authorized Representative			b. Title		c. Telephone number
d. Signature of Authorized Representative			e. Date Signed		

## Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most federal agencies. This form contains 18 different items which are to be completed before submission. All applications should include a completed and signed SF 424.

Item	Instructions
1	<b>Type of Submission:</b> If this proposal is not for construction or building purposes, check the “Non-Construction” box in the application section.
2	<b>Date Submitted:</b> Indicate the date you sent the application to OJP. The “Application Identifier” is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.
3	<b>Date Received by State:</b> Leave blank. This item is completed by the State single point of contact, if applicable.
4	<b>Date Received by Federal Agency:</b> Leave blank. This item will be completed by OJP.
5	<b>Applicant Information:</b> The “Legal Name” is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact and include their telephone number. It is not unusual for the name of the contact person to differ from the authorized representative in Item 18 below.
6	<b>Employer Identification Number:</b> Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency’s accountant or comptroller.
7	<b>Type of Applicant:</b> Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering “consortium”.
8	<b>Type of Application:</b> Check either “new” or “continuation”. Check “new”, if this will be your first award for the purpose described in the application, even if the applicant has received prior awards for other purposes. Check “continuation”, if the project will continue activities of a project, including minor modifications, or implement the next phase of a project that was begun under a prior award.
9	<b>Name of Federal Agency:</b> Type in the name of the awarding agency, “[insert agency name]”
10	<b>Catalog of Federal Domestic Assistance Number:</b> This would be contained in the program announcement. The number for this program would be [insert number].
11	<b>Descriptive Title of Applicant’s Project:</b> Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U.S. Department of Education; and (3) applicant’s fiscal year, i.e. twelve month audit period, ex. 10/1/97 - 9/30/98.
12	<b>Areas Affected by Project:</b> Identify the geographic area(s) of the project. Indicate “Statewide” or “National”, if applicable.
13	<b>Proposed Project Dates:</b> Fill in the proposed begin and end dates of the project. These dates may be adjusted by the Office of Justice Programs when the award is made.
14	<b>Congressional Districts:</b> Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate “Statewide” or “National”, if applicable.
15	<b>Estimated Funding:</b> In line “a”, enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines “b-f,” as appropriate.
16	<b>State Executive Order 12372:</b> Some states require you to submit your application to a State “Single Point of Contact” (SPOC) to coordinate applications for Federal funds within the state. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the “Administrative Requirements” section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application to the Federal awarding agency.
17	<b>Delinquent Federal Debt:</b> This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.
18	<b>Authorized Representative:</b> Type in the name of the person legally authorized to enter into agreements on behalf of your agency. The signature on the original application must be signed in blue ink and/or stamped as “original” to help distinguish the original from the photocopies.

## **APPENDIX B**

### Assurances

(For Reference Only)

## ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted projects.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
- ☐ It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of Investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System. .

## **APPENDIX C**

### **Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-free Workplace Requirements**

(For Reference Only)





U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUGFREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510, -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local)

transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUGFREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the DrugFree Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 —

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drugfree awareness program to inform employees about —

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drugfree workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted —

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

### DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620 —

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post award		<b>3. Report type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ Quarter _____ date of last report _____	
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i>  Congressional District, <i>if known</i> :			<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>   Congressional District, <i>if known</i> :		
<b>6. Federal Department/Agency:</b>			<b>7. Federal Program Name/Description:</b>  CDFA Number, <i>if applicable</i> : _____		
<b>8. Federal Action Number, <i>if known</i>:</b>			<b>9. Award Amount, <i>if known</i>:</b> \$		
<b>10. a. Name and Address of Lobbying Entity</b> <i>(if individual, last name, first name, MI)</i>			<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI)</i>		
<b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of the fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>			<b>Signature:</b> _____ <b>Print Name:</b> _____ <b>Title:</b> _____ <b>Telephone No.:</b> _____ <b>Date:</b> _____		
<b>Federal Use Only:</b>				Authorized for Local Reproduction Standard Form - LLL	

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identifying the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.  
  
☐ Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI)>
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046); Washington, D.C. 20503.
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## **APPENDIX D**

### **Certification of Compliance with the Eligibility Requirements of the Grants to Reduce Violent Crimes Against Women on Campus Program**

(Fax signed form to 202-354-4147 AND 202-354-4104)



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## **Certification of Compliance with the Eligibility Requirements of Grants to Reduce Violent Crimes Against Women on Campus Program**

All applicants must certify that they are in compliance with the eligibility requirements listed below.

- Sec. 826 (3) of the Higher Education Amendments of 1998, which states that  
  
“No institution of higher education shall be eligible for a grant under this section unless such institution is in compliance with the requirements of section 485 (f) of the Higher Education Act of 1965.”

Sec. 485 (f) of the Higher Education Act of 1965 as amended requires in part that all institutions of higher education collect crime statistics and security policies for their respective campuses. The information must be compiled in an annual security report and disseminated to all current students and employees, and, upon request, to any applicant for enrollment or employment. The annual security report must contain information regarding campus security policies and campus crime statistics. Sec. 485 (f) of the Higher Education Act of 1965 as amended should be consulted for complete information about these reporting requirements.

- Each applicant must certify that the requirements of Part E, Sec. 951 of the Higher Education Amendments of 1998 are being met. Sec. 951 provides in part that institutions of higher education may disclose the final results of any disciplinary proceeding conducted by the institution against an alleged perpetrator of any violent crime or a nonforcible sex offense if the institution determines as a result of the disciplinary proceeding that the student committed a violation of the institution’s rules or policies with respect to the offense. This disclosure may include the name of any other student, such as a victim or witness, only with the written consent of that other student.

Signature on this form certifies that the applicant is qualified to receive the funds and provides for compliance with relevant requirements of Sec. 826 (3) of the Higher Education Amendments of 1998. The certification shall be treated as a material representation of fact

---

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

---

Typed Name of Authorized Representative

Title

---

Signature of Authorized Representative

Date Signed

---

Agency Name





## **APPENDIX E**

### Budget Detail Worksheet and Sample Budget

## Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

- A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
----------------------	--------------------	-------------

**TOTAL** \_\_\_\_\_

- B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>	
----------------------	--------------------	-------------	--

**TOTAL** \_\_\_\_\_

**Total Personnel & Fringe Benefits** \_\_\_\_\_

- C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to

training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., four people to 2- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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**TOTAL** \_\_\_\_\_

- D. Equipment** - List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
-------------	--------------------	-------------

**TOTAL** \_\_\_\_\_

- E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
---------------------	--------------------	-------------

**TOTAL** \_\_\_\_\_

- F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
----------------	----------------------------	-------------

**TOTAL** \_\_\_\_\_

- E. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
---------------------------	-------------------------	--------------------	-------------

**Subtotal** \_\_\_\_\_

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
-------------	-----------------	--------------------	-------------

**Subtotal** \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
-------------	-------------

- F. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security

services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
--------------------	--------------------	-------------

**TOTAL** \_\_\_\_\_

- I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, ( a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
--------------------	--------------------	-------------

**TOTAL** \_\_\_\_\_

**Budget Summary** - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
<b>A. Personnel</b>	_____
<b>B. Fringe Benefits</b>	_____
<b>C. Travel</b>	_____
<b>D. Equipment</b>	_____
<b>E. Supplies</b>	_____
<b>F. Construction</b>	_____
<b>G. Consultants/Contracts</b>	_____
<b>H. Other</b>	_____
<b>Total Direct Costs</b>	_____
<b>I. Indirect Costs</b>	_____
<b>TOTAL PROJECT COSTS</b>	_____

**Federal Request** \_\_\_\_\_

**Non-Federal Amount** \_\_\_\_\_

OMB Approval No. 1121-0188

Expires 5-98 (Rev. 12/97)

***SAMPLE***

## Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes an 24 month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Investigator	$(\$50,000 \times 100\% \times 2)$	\$100,000
2 advocates	$(\$50,000 \times 100\% \times 2 \times 2)$	\$200,000
Administrative Assistant	$(\$40,000 \times 50\% \times 2)$	<u>\$40,000</u>
		\$340,000

The investigator and the advocates will be assigned exclusively to the campus violence against women unit at the University of USA Department of Public Safety Office. The half-time secretary will prepare reports and provide other support to the unit.

TOTAL      \$340,000

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>	
Employer's FICA	$\$340,000 \times 7.65\%$	\$26,010	
Retirement	$\$340,000 \times 6\%$	\$20,400	
Health Insurance	$\$340,000 \times 12\%$	\$40,800	
Workman's Compensation	$\$340,000 \times 1\%$	\$3,400	
Unemployment Compensation	$\$340,000 \times 1\%$	\$3,400	
	<b>TOTAL</b>	<b><u>\$94,010</u></b>	

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OJP-TA	Unknown	Airfare	$(\$593.75 \times 4 \text{ people} \times 8 \text{ trips})$	\$19,000
		Hotel	$(\$100/\text{night} \times 3 \text{ nights} \times 4 \text{ people} \times 8 \text{ trips})$	\$9,600
		Meals	$(\$50/\text{day} \times 3 \text{ days} \times 4 \text{ people} \times 8 \text{ trips})$	\$4,800
		Ground Transportation	$(\$50 \text{ per trip} \times 4 \text{ people} \times 8 \text{ trips})$	\$1,600
			<b>TOTAL</b>	<b><u>\$35,000</u></b>



**D. Equipment** -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
3 - Pentium III Processor	(\$2,000 x 3 )	\$6,000
Video Camera		\$1,000

The computers will be used by the investigator and the advocates to analyze case and intelligence information. The camera will be used for investigative and crime scene work.

**TOTAL**       \$7,000

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$50/mo x 24 mo)	\$1,200
Postage	(\$20/mo x 24 mo)	\$480
Training Materials	(\$2/set x 500 sets)	\$1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the advocates to train department of public safety officers how to respond to violence against women crimes.

**TOTAL**       \$2,680

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
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TOTAL \$0

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Jane Doe	Domestic Violence Trainer (\$150/day x 30 days)		\$4,500

Jane Doe, Domestic Violence Trainer, will be hired, as needed, to assist with the education of the department of public safety officers, advocates, disciplinary board members and resident advisors. Jane Doe will also advise on the development of the training sessions for all incoming students.

Subtotal \$4,500

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
Airfare	San Diego	\$400 x 6 trips	\$2,400
Hotel and Meals		(\$100/day x 30 days)	\$3,000

Jane Doe is expected to make up to 6 trips to provide training and technical assistance to the project.

Subtotal \$5,400

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
Not applicable	
Subtotal	<u>\$0</u>
<b>TOTAL</b>	<b><u>\$9,900</u></b>

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Telephone	(\$100/mo. x 24)	\$ 2,400
Printing/Reproduction	(\$75/mo. x 24)	\$ 1,800
Renovation	Add walls	\$2000

The renovations are needed to create a space within the existing program office to allow advocates to meet confidentially with victims.

**TOTAL** **\$6,200**

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, ( a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
No indirect cost is requested.		

TOTAL -0-

**Budget Summary** - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$ <u>340,000</u>
B. Fringe Benefits	\$ <u>94,010</u>
C. Travel	\$ <u>35,000</u>
D. Equipment	\$ <u>7,000</u>
E. Supplies	\$ <u>2,680</u>
F. Construction	\$ <u>0</u>
G. Consultants/Contracts	\$ <u>9,900</u>
H. Other	\$ <u>6,200</u>
Total Direct Costs	\$ <u>494,790</u>
I. Indirect Costs	\$ <u>0</u>
TOTAL PROJECT COSTS	\$ <u>494,790</u>
Federal Request	\$ <u>494,790</u>
Non-Federal Amount	\$ <u>NA</u>

## **APPENDIX F**

### Single Points of Contact

## **INTERGOVERNMENTAL REVIEW PROCESS**

Executive Order 12372 requires applicants from State and local units of government or other organizations providing service within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. You must contact your State SPOC to find out if this program has been selected for review by your State.

In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," Section 4, the Office of Management and Budget (OMB) shall maintain a list of official State entities designated by the States to review and coordinate proposed Federal financial assistance and direct Federal development. This listing is the OFFICIAL OMB LISTING. This listing is also published in the Catalogue of Federal Domestic Assistance biannually.

States that are not listed no longer participate in the intergovernmental review process but MAY still apply for grants. These include: Alaska; American Samoa; Colorado; Connecticut; Kansas; Hawaii; Idaho; Louisiana; Massachusetts; Minnesota; Montana; Nebraska; Oklahoma; Oregon; Pennsylvania; South Dakota; Tennessee; Virginia; and Washington. This list is based on the most current information provided by the States. Changes to the list will only be made upon formal notification by the State.

---

### **ARIZONA**

Joni Saad  
Arizona State Clearinghouse  
3800 N. Central Avenue  
Fourteenth Floor  
Phoenix, Arizona 85012  
Telephone (602) 280-1315  
FAX: (602) 280-1305

### **ARKANSAS**

Mr. Tracy L. Copeland  
Manager, State Clearinghouse  
Office of Intergovernmental Services, Department of  
Finance and Administration  
1515 W. 7th St., Room 412  
Little Rock, Arkansas 72203  
Telephone: (501) 682-1074  
FAX: (501) 682-5206  
tlcopeland@dfa.state.ar.us

### **CALIFORNIA**

Grants Coordinator  
Office of Planning & Research  
1400 Tenth Street, Room 121  
Sacramento, California 95814  
Telephone (916) 323-7480  
FAX (916) 323-3018

### **DELAWARE**

Francine Booth  
State Single Point of Contact  
Executive Department  
Thomas Collins Building  
P.O. Box 1401  
Dover, Delaware 19903  
Telephone: (302) 739-3326  
FAX: (302) 739-5661  
fbooth@state.de.us

### **DISTRICT OF COLUMBIA**

Charles Nichols  
State Single Point of Contact  
Office of Grants Mgmt. & Development.  
717 14th Street, N.W. - Suite 500  
Washington, D.C. 20005  
Telephone: (202) 727-6554  
FAX: (202) 727-1617

### **FLORIDA**

Florida State Clearinghouse  
Department of Community Affairs  
2740 Centerview Drive  
Tallahassee, Florida 32399-2100  
Telephone: (904) 922-5438  
FAX: (904) 487-2899  
cherie.trainor@dcs.state.fl.us

**GEORGIA**

Deborah Stephens  
Administrator  
Georgia State Clearinghouse  
254 Washington Street, S.W. - Room 401J  
Atlanta, Georgia 30334  
Telephone: (404) 656-3855 or  
FAX: (404) 656-7901  
ssda@mail.opb.state.ga.us

**ILLINOIS**

Virginia Bova  
State Single Point of Contact  
Department of Commerce and Community Affairs  
620 East Adams  
Springfield, Illinois 62701  
Telephone: (217) 814-6028  
FAX: (217) 814-1800

**INDIANA**

Frances Williams  
State Budget Agency  
212 State House  
Indianapolis, Indiana 46204  
Telephone: (317) 232-2972  
FAX: (317) 233-3323

**IOWA**

Steven R. McCann  
Division for Community Assistance, Iowa Department of  
Economic Development  
200 East Grand Avenue  
Des Moines, Iowa 50309  
Telephone: (515) 242-4719  
FAX: (515) 242-4859  
steve.mccann@ided.state.ia.us

**KENTUCKY**

Kevin J. Goldsmith, Director  
Sandra Brewer, Executive Secretary  
Intergovernmental Affairs  
Office of the Governor  
700 Capitol Center Avenue  
Frankfort, Kentucky 40601  
Telephone: (502) 564-2611  
FAX: (502) 564-2849  
sbrewer@mail.state.ky.us

**MAINE**

Joyce Benson  
State Planning Office  
184 State Street  
38 State House Station  
Augusta, Maine 04333  
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**MARYLAND**

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Plan and Project Review  
Maryland Office of Planning  
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**MICHIGAN**

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1900 Edison Plaza  
660 Plaza Drive  
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**MISSISSIPPI**

Cathy Mallette  
Clearinghouse Officer  
Department of Finance and Administration  
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Jackson, Mississippi 39202-3087  
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**MISSOURI**

Lois Pohl  
Federal Assistance Clearinghouse  
Office Of Administration  
P.O. Box 809  
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Jefferson City, Missouri 65102  
Telephone: (314) 751-4834  
FAX: (314) 751-7819

**NEVADA**

Department of Administration  
State Clearinghouse  
Capitol Complex  
Carson City, Nevada 89710  
Telephone: (702) 687-4065  
FAX: (702) 687-3983  
Contact: Heather Elliot  
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**NEW HAMPSHIRE**

Jeffrey H. Taylor  
Director, New Hampshire Office of State Planning  
Attn: Intergovernmental Review Process  
Mike Blake  
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Telephone: (603) 271-2155  
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**NEW MEXICO**

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FAX (505) 827-4984

**NEW YORK**

New York State Clearinghouse  
Division of the Budget  
State Capitol  
Albany, New York 12224  
Telephone: (518) 474-1605  
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**NORTH CAROLINA**

Jeanette Furney (Grants)  
Chrys Baggett (Environment)  
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Raleigh, North Carolina 27603-8003  
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**NORTH DAKOTA**

North Dakota Single Point of Contact  
Office of Intergovernmental Assistance  
600 East Boulevard Avenue  
Bismarck, North Dakota 58505-0170  
Telephone: (701) 224-2094  
FAX: (701) 224-2308

**OHIO**

Larry Weaver  
State Single Point of Contact  
State Clearinghouse  
Office of Budget and Management  
30 East Broad Street, 34th Floor  
Columbus, Ohio 43266-0411  
*Please direct correspondence and questions about  
intergovernmental review to:*  
Linda Wise  
Telephone: (614) 466-0698  
FAX: (614) 466-5400

**RHODE ISLAND**

Kevin Nelson  
Review Coordinator  
Department of Administration  
Division of Planning  
One Capitol Hill, 4th Floor  
Providence, Rhode Island 02908-5870  
Telephone: (401) 222-2280  
FAX: (401) 222-2083

**SOUTH CAROLINA**

Rodney Grizzle  
State Single Point of Contact  
Budget and Control Board  
Office of the Governor  
1122 Ladies Street - 12<sup>th</sup> Floor  
Columbia, South Carolina 29201  
Telephone: (803) 734-0485  
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agrizzle@budget.state.sc.us

**TEXAS**

Tom Adams  
Governors Office  
Director, Intergovernmental Coordination  
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**UTAH**

Carolyn Wright  
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Office of Planning and Budget  
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**WEST VIRGINIA**

Fred Cutlip, Director  
West Virginia Development Office  
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State Capitol  
Charleston, West Virginia 25305  
Telephone: (304) 558-0350  
FAX: (304) 558-0362  
fcutlip@wvdo.org

**WISCONSIN**

Jeff Smith, Section Chief  
State/Federal Relations  
Wisconsin Department of Administration  
101 East Wilson Street - 6th Floor  
P.O. Box 7868  
Madison, Wisconsin 53707  
Telephone: (608) 266-0267  
FAX: (608) 267-6931  
sjt@mail.state.wi.us

**WYOMING**

Sandy Ross  
State Single Point of Contact  
Department of Administration and Information  
2001 Capitol Avenue, Room 214  
Cheyenne, WY 82002

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FAX: (307) 777-3696  
srossl@missc.state.wy.us

## **TERRITORIES**

### **GUAM**

Joseph Rivera, Acting Director  
Bureau of Budget and Management Research  
Office of the Governor  
P.O. Box 2950  
Agana, Guam 96910  
Telephone: 011-671-475-9411  
FAX: 011-671-472-2825

### **PUERTO RICO**

Jose Cabellero-Mercado  
Chairman  
Puerto Rico Planning Board  
Federal Proposals Review Office  
Minillas Government Center  
P.O. Box 41119  
San Juan, Puerto Rico 00940-1119  
Telephone: (809) 727-4444 or  
(809) 723-6190  
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### **NORTH MARIANA ISLANDS**

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### **VIRGIN ISLANDS**

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Appendix G

**List of State Agencies Administering the STOP Violence Against Women  
Formula Grants**

# STOP Violence Against Women Formula Grants Program

## List of Designated State Agencies

### State Contacts

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#### Alabama

Mr. Doug Miller  
Division Chief  
Alabama Department of Economic & Community Affairs  
Law Enforcement/ Traffic Safety Division  
401 Adams Ave. - P.O. Box 5690  
Montgomery, Alabama 36103-5690  
(334) 242-5843 (Direct Line)  
(334) 242-5803 (Main Number)  
(334) 242-0712-fax

#### Alaska

Ms. Trisha Gentle  
Executive Director  
Council on Domestic Violence & Sexual Assault  
P.O. Box 111200  
Juneau, Alaska 99811  
(\*Street address-450 Whittier St., Rm. 207--  
Juneau, Alaska 99811)  
(907) 465-4356; (907) 465-3627-fax

#### American Samoa

La'aulii A. Filoiali  
Executive Offices of the Governor  
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#### Arizona

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Phoenix, Arizona 85007  
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#### Arkansas

Ms. Mary Ruth Parker, Project Coordinator  
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Department of Finance and Administration  
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Little Rock, Arkansas 72201  
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#### California

Ms. Maria Elena Rubick, Assistant Division Chief  
Victim Service/Violence Prevention Division  
Governor's Office of Criminal Justice Planning  
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Sacramento, California 95814  
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#### Colorado

Ms. Wendell Graham, Planning Grants Officer  
Colorado Victims Program  
Division of Criminal Justice  
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Denver, Colorado 80215  
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#### Connecticut

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#### Delaware

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#### District of Columbia

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#### Florida

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#### Georgia

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#### Guam

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Governor's Community Outreach  
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Office of the Governor  
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#### Hawaii

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#### Idaho

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#### Illinois

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#### Indiana

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#### Iowa

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#### Kansas

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#### Kentucky

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#### Louisiana

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#### Maine

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#### **Maryland**

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Governor's Office of Crime Control & Prevention  
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#### **Massachusetts**

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#### **Michigan**

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#### **Minnesota**

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#### **Mississippi**

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#### **Missouri**

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#### **Nevada**

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#### **New Jersey**

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#### **New Mexico**

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#### **New York**

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#### **Oregon**

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#### **Pennsylvania**

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#### **Puerto Rico**

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#### **Rhode Island**

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#### **South Carolina**

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#### **South Dakota**

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#### **Tennessee**

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**Texas**

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**Utah**

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**Vermont**

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The Vermont Center for Crime Victims Services  
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**Virgin Islands**

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**Washington**

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**West Virginia**

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**Wisconsin**

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**Wyoming**

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## **APPENDIX H**

### State Agencies Administering the Byrne Formula Grants Program

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**State Offices Administering  
The Edward Byrne Memorial State and Local Law Enforcement Assistance  
Formula Grant Program**

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**ALABAMA**

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**ARKANSAS**

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**GUAM**

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**HAWAII**

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State of Hawaii  
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#### **MAINE**

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#### **MARYLAND**

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#### **MASSACHUSETTS**

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#### **MICHIGAN**

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#### **MINNESOTA**

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**Safety**  
**Office of Drug Policy and Violence**  
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#### **MISSISSIPPI**

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#### **MISSOURI**

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**0749**  
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#### **MONTANA**

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#### **NEBRASKA**

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#### **NEVADA**

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#### **NEW HAMPSHIRE**

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#### **NEW JERSEY**

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**Trenton, New Jersey 08625-**  
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#### **NEW MEXICO**

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#### **NEW YORK**

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#### **NORTH CAROLINA**

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#### **NORTH DAKOTA**

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#### **OKLAHOMA**

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**VERMONT**  
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## **APPENDIX I**

Non- Binding Letter of Intent

# Letter of Intent

Dear OJP's Violence Against Women Office:

I intend to apply for funds under the FY 2001 Grants to Reduce Violent Crimes Against Women on Campus Program.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Institution of Higher Education: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_